

## **JOB DESCRIPTION INSTITUTIONAL ATHLETICS REPRESENTATIVE**

**Reports to:** Superintendent, Director of Athletics

**Positions Directly Supervised:** None

**Basic Function:** Provide oversight and advice in the administration of the athletics program

### **Duties and Responsibilities to Athletic Department:**

- Serve as a conduit of information to and from the faculty and the athletics program
- Have a broad knowledge of campus-wide academic programs, the athletic program, and student services
- Be knowledgeable in the procedures utilized to certify student-athlete eligibility. At a minimum, periodically inspect the records for accuracy and proper documentation.
- Be involved in the assurance of academic integrity and maintenance of the welfare of student-athletes
- Be aware of the academic credentials of those entering the institution, the academic attainment of continuing student-athletes and the rates at which student-athletes graduate from the institution
- Insure that academic services are available to student-athletes
- Be informed of class scheduling difficulties and be of assistance to student-athletes
- Serves as a staff member of a National Collegiate Athletic Association (NCAA) - sanctioned athletics program, and understands that NCAA rules and regulations must be followed and strictly adhered to. Maintains an understanding and awareness of applicable NCAA rules via annual compliance briefs to staff, the NCAA Manual, copies of which are maintained in the Compliance Office, regular compliance item e-mails generated by the Compliance Office, and the NCAA official website ([ncaapublications.com](http://ncaapublications.com) – Div I Manual). Immediately notifies the Compliance Office if a potential violation of NCAA rules is observed. Understands that non-compliance with NCAA rules and regulations may be grounds for termination of employment

### **Duties and Responsibilities to USNA**

- Report annually to the Superintendent regarding academics and the well being of student-athletes
- Take an active role in institutional oversight through the Board of Control
- Review periodically with the Commandant and the Director of Athletics missed class time policies to ensure they are being honored
- Meet regularly with the athletic director (and Associate ADs) to discuss all aspects of the athletics program

- Attend Executive Athletic Council meetings
- Report annually, together with the Director of Athletics, to the Faculty Senate on the well being of student-athletes
- Report periodically to the Faculty Senate regarding the operation of the athletics program
- Sign all waivers of initial and continuing eligibility requirements
- Review appeals to restore the eligibility of student-athletes
- Serve as a resource person for preparing the institution's self-study report and assist the NCAA external peer-review team during its on-site evaluation visit
- Participate in the exit interview process
- Be actively involved with the Team Captains' advisory committee - regularly attend meetings
- Play a central role in any major institutional inquiries into alleged or suspected rules violations
- Coordinate with the Director of Athletics the assignment and selection of Faculty Athletics Representatives to varsity teams
- Participate in the hiring process for new coaches as assigned by the Director of Athletics

#### **Duties and Responsibilities to NCAA and Patriot League:**

- Represent the Academy as a delegate at the NCAA Convention and attend any special meetings of the NCAA; serve as the voting delegate at such meetings
- Serve as a member of the Patriot League Policy Committee which develops league policy and reviews Academic Index data for league athletes on an annual basis.
- Sign institutional appeals to the NCAA Sub-Committee for Legislative Relief and be part of any conference action concerning an appeal
- Coordinate the nominations for the NCAA postgraduate scholarships
- Review appeals for student-athlete transfer requests
- Administer NCAA surveys

Performs all other duties as assigned by the Superintendent and Director of Athletics.